

Corning Chapter Policies and Procedures

The Embroiderers' Guild of America, Inc.
Mid Eastern Region
2014

These policies cover items not specifically included in our bylaws. They may be changed or added to with the approval of the board, and a majority vote of the members present at a regular meeting.

Section 1. Name, etc.

*See footnote at end of *Policies & Procedures*.

Section 2. Object

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Section 3. Membership, Guests

Members in good standing have paid annual dues, entitling them to membership in the local, region and national organization, and to all rights and privileges of membership. Dues are apportioned to these three entities.

A "Plural" Member is one who has membership in another EGA chapter and pays her national dues there. Plural members in good standing are required to pay only the chapter portion of the dues, plus the region portion if their other membership is outside the Mid-Eastern Region.

Members who fail to renew by May 31 of each year will be considered to have given up their membership in Corning EGA.

Each member is required to make a nametag within three months after joining. A fifty-cent fine will be levied for failure to wear a nametag at a regularly scheduled meeting or workshop.

Guests are welcome at no charge to two meetings. They may participate in the project at their own expense. Attendance thereafter requires payment of \$10 plus project fee if applicable.

Names of guests attending meetings should be recorded in the minutes.

Section 4. Officers

The nominating committee shall consist of three members in good standing who regularly attend meetings.

The installation of officers shall normally take place at the June meeting. The nominating committee shall arrange for the installation.

The president's pin shall be given at the time of installation and passed on to the new president. The outgoing president shall be given a past president's pin.

Section 5. Meetings

Chapter meetings are scheduled as stated in the by-laws. The meeting place shall be determined by the board and voted on by a majority of members at a regular meeting.

In case of bad weather, the president in consultation with the project teacher and the program chairman, shall determine if the meeting shall be rescheduled. If bad weather persists on the make-up day, the meeting is cancelled. Members will be notified of a meeting change or cancellation by use of

a telephone tree and an e-mail announcement.

Absentee ballots or e-mail votes may be used for all elections or actions that require member approval.

Members must not have containers of beverages or food on tables near work in progress to avoid damaging needlework.

Selling at EGA Functions

This portion of our policies and procedures is intended to cover cases where businesses or individuals who are chapter members will financially benefit from such sales or solicitation of sales.

This prohibition does not extend to sales of EGA merchandise by chapter, region, or national EGA, nor does it cover auctions, sales, etc., where the proceeds go to the chapter, region, or national organization. The sale or purchase of items is limited to members and first-time guests at auctions or sales of recycled treasures.

Selling and/or solicitation of sales at meetings, unless contracted to do so, is prohibited by national, region, and Corning Chapter bylaws. This includes all official EGA functions, such as stitch-ins, correspondence course meetings, workshops, etc. It includes the times prior to and after the adjournment of the meeting, as well as during the meeting itself.

Additionally, this prohibition against sales or solicitation of sales does not cover the sale of materials to members by a teacher, when a contract between the chapter and the teacher exists to sell such materials as part of a class. Other selling by a teacher is not allowed, and in the case of a teacher for whom a contract exists, is prohibited in the contract.

Chapter members wishing to sell embroidery-related items to other members may advertise in the chapter newsletter. A nominal charge for such embroidery-related advertising shall be set by the board, and shall constitute a contract between the chapter member and the chapter. As such, it does not violate the prohibition against selling.

Due to IRS Regulations and EGA bylaws, it is not possible for individuals or businesses to donate an item to a chapter sale or auction or other organized chapter fund raising event, and then receive part of the selling price back as income.

Member's responsibilities: If it is improper for a teacher, shop owner, dealer, etc., to make or solicit sales at EGA functions, it is equally improper for a member (while at an EGA function) to purchase from or even to inquire from a teacher, shop owner, or an individual about what she may have for sale. Discussions about the availability of merchandise should take place away from EGA functions, in order to avoid any appearance of selling.

Our EGA bylaws at all levels specifically prohibit any member of the organization from benefiting financially from that membership unless under contract to do so. Seeing that these regulations are adhered to is the responsibility of every member of the chapter.

Section 6. Board of Directors

Meetings of the board shall be scheduled as needed by the president. Board meetings are generally held through the year for the nominating committee to present its slate of officers to the chapter by the May meeting; in the summer, to plan for the new season; and no later than November to plan the budget for the coming year.

Section 7. Executive Committee

All activities undertaken by the chapter as chapter activities or by chapter officers or committee chairmen acting in their official capacity, must receive prior approval by either the executive committee, the board of directors, or the membership. If decisions of this sort are made by the executive committee, such decisions should be taken to the board of directors for ratification at the earliest opportunity.

Section 8. Committees

Committees may conduct business when a simple majority of the committee membership is present. The president may appoint special committees such as exhibit, fundraising, historian, and bylaws.

Newsletter

The name of the chapter newsletter is *Corning Needle News*. It is published electronically from September through June.

Education and Programs

Members who wish to participate in any Corning EGA program should submit any payments by the stated deadline to the treasurer. Payment should be accompanied by a completed sign-up coupon from the newsletter which is a binding commitment to participate.

Stitch-ins

Stitch-ins are usually scheduled on the third Wednesday of the month starting at 11:00 a.m. If the stitch-in is held in a member's home, participants may bring a bag lunch and the hostess supplies dessert and a beverage. The location of upcoming stitch-ins is listed on the website and in the newsletter. Persons wishing to attend the current month's stitch-in should sign up at the monthly meeting or telephone the hostess. A holiday stitch-in may be scheduled in early December.

Section 9. Fiscal Policy

An annual budget shall be presented to the board at its November meeting and to the chapter for its approval at the December meeting. The budget takes effect January 1.

Annual dues shall be set by the board and approved by a majority of members at a regular meeting.

In addition to an annual audit, an audit should also be completed when a change in treasurer occurs other than by normal succession by election.

Reimbursement

Requests for reimbursement should be itemized on a form obtainable from the Treasurer or printed from the chapter's website. Receipts must be attached to the form and be presented to the treasurer; without a receipt, reimbursement cannot be made.

All requests for reimbursement of funds must be submitted for approval to the committee chairman under whose budget it falls before submission to the treasurer.

No reimbursement shall be made without committee chairman approval. Further:

1. Approval of the committee chairman should be obtained before the expenditure is made,

2. The president shall be considered the committee chairman of the administrative budget (this includes non-budgeted committees and items).
3. If a request is not approved by the committee chairman, it will be presented to the executive committee for review and a final decision.

Region Expenses

The representative for the Corning Chapter shall be reimbursed for the following expenses as they relate to scheduled region meetings:

1. Motel room charges—one half of the double occupancy rate when the meeting spans two days or more.
2. Meals—full payment of region banquet and/or lunch fees when specially organized meals have been arranged for the meeting; no other meals will be considered for compensation.
3. Other—any additional fees imposed by the region.
4. Mileage—reimbursement per mile to and from the meeting at the current IRS volunteer rate or actual cost of gas.

The chapter president or a designated board member shall be reimbursed as above—excepting mileage—if she attends along with the region representative.

Purchasing

When purchasing materials for any projects, the chapter must follow IRS regulations, EGA’s national bylaws and policy, and Corning Chapter bylaws.

Purchasers should seek out the best price on kits and materials, keeping in mind that quality of materials should not be sacrificed for lowest price. Persons buying for chapter projects should research prices and availability before purchasing materials.

Where possible, purchases should be made from retailers in our region but those who will benefit financially must not be involved in decisions regarding where project materials will be purchased.

A member who teaches a project may request to have reasonable project development expenses covered by the chapter. Such expenses must be approved by the education and/or program chairman before a request for reimbursement for project development expenses is submitted to the treasurer.

As much as possible, costs to members for projects should be determined when the program is set for the year. Shipping fees, photocopying and other related costs should be considered when setting a fee. The total project charge may be “rounded up” to benefit the chapter; likewise, a reasonable charge may be asked for project materials that are donated with proceeds to benefit the chapter. Kit prices will be set by agreement between the teacher, the education and/or program chairman, and the treasurer. In case of disagreement, the executive committee shall decide the kit price.

If available, a copy of instructions and a photograph should be given to the archivist for the archive’s project notebooks.

Section 10. Parliamentary Authority

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Revocation of all prior Policies and Procedures

This document and any amendments to them hereby become the official *Policies and Procedures* of the Corning Chapter of EGA and supersede all earlier versions, effective on _____
(date)

Signed _____
(date) (president)

(date) (secretary)

* In sections where this asterisk appears, the chapter currently has no policies or procedures. Please see the chapter bylaws.